

Principal - Job Description/Person Specification



Introduction

The Olive Tree Primary School is a successful, inclusive Islamic ethos primary school located in Bolton, Greater Manchester. With a strong spiritual ethos, academic rigour, and high expectations, the school is dedicated to nurturing young people to become confident, compassionate, and equipped to make a positive contribution to society. The school is subject to both Ofsted and Section 48 faith inspections.

The Board of Trustees is seeking to appoint a dedicated, inspirational, and highly capable Principal with the strategic vision, leadership expertise, and personal integrity to lead the school through its next phase of growth and excellence.

Job Details

Job Title: Principal

Reporting to: Board of Trustees

Salary Range: Leadership Group L11-L24, negotiable depending on experience.

Contract Type: Full Time, Permanent

Start Date: To be confirmed

Core Purpose

The Principal is the lead professional responsible for ensuring the highest standards of teaching, learning, safeguarding, and achievement for all pupils in line with the values and Islamic ethos of the school. The Principal will be accountable to the Board of Trustees for both strategic direction and operational delivery.

Faith Context

The Olive Tree Primary School is founded upon Islamic values and is committed to delivering education that is inclusive, academically ambitious, and spiritually enriching. The Principal must demonstrate respect for the school's Islamic ethos and ensure full compliance with the requirements of both Ofsted and the statutory Section 48 faith inspection framework.

Strategic Duties: In Line with DfE's Headteachers' Standards

1. Ethical and Professional Leadership

- Model professional conduct, integrity, fairness, and moral purpose consistent with the Islamic ethos and British values.
- Uphold statutory duties in safeguarding, equality, inclusion, and staff well-being.
- Lead with humility and courage, creating a respectful culture where staff and pupils feel safe, valued, and empowered.

2. School Culture

- Promote a positive, inclusive culture of high aspiration, achievement, respect, and spirituality rooted in Islamic values.
- Maintain a behaviour policy grounded in compassion and consistency.
- Foster personal development through character education, SMSC provision, and faith-aligned enrichment.

3. Curriculum and Teaching

- Lead the design and delivery of an ambitious, knowledge-rich curriculum that reflects the latest research grounded in recent research on effective and innovative practices in primary education..
- Embed a 1:1 technology strategy that enhances learning outcomes, supports retrieval practice, and improves feedback.
- Ensure excellence in teaching and learning through robust, tailored CPD for staff, together with highly effective monitoring and quality assurance.

4. Behaviour and Attitudes

- Set high standards for pupil conduct, attendance, and engagement.
- Monitor trends in behaviour and intervene effectively using data-led approaches.
- Celebrate success and address concerns swiftly in partnership with parents and carers.

5. Staff Development

- Establish a strong culture of professional growth through coaching, mentoring, and appraisal.
- Build distributed leadership capacity to drive school improvement at all levels.
- Ensure succession planning and support staff at all career stages.

6. Organisational Management

- Lead the operational management of the school, ensuring compliance with legislation, financial efficiency, and optimal use of human and physical resources.
- Implement systems and structures that support strategic aims, maintain high standards, and deliver measurable outcomes.
- Manage risk and ensure that safeguarding policies are rigorously applied.

7. Continuous Improvement

- Lead whole-school self-evaluation and embed a culture of evidence-informed improvement.
- Analyse data and external performance measures to accurately inform strategic planning.
- Lead faith inspection readiness and drive continuous development in line with both Ofsted and Section 48 frameworks.

8. Working in Partnership

- Engage effectively with parents, carers, the wider Muslim community, local community groups, and external partners to build strong, collaborative relationships that support pupils' learning and wellbeing.
- Collaborate with other schools to share best practices, drive continuous improvement, and learn from collective experiences, including challenges and setbacks. Build productive relationships with local authorities, the DfE Regional Director, and inspection bodies.
- Represent the school positively in networks and partnerships that enhance provision.

9. Governance and Accountability

- Report regularly to the trustees, ensuring transparency and alignment with strategic priorities.
- Be accountable for ensuring that statutory and contractual responsibilities are met in full.
- Work effectively with the Board of Trustees to ensure full compliance with statutory requirements, governance responsibilities, and the strategic direction of the school
- Engage stakeholders in the life of the school through consultation and collaborative leadership.

Person Specification

Essential Requirements	Method of Assessment
Recognised teaching qualification (QTS)	Application Form
Experience as a Head or Deputy head (minimum 2 years)	Application Form
Strong track record of school improvement leadership	Application, Interview
Experience in teaching across key stages in a primary school	Application Form
Evidence of strategic vision and ability to communicate it	Application, Interview
Successful leadership of a 1:1 technology-based strategy aligned with cognitive science	Application, Interview
Evidence of innovation in curriculum, design and assessment	Application, Interview
Deep understanding of safeguarding legislation and best practice	Application, Interview
Ability to foster a collaborative and professional learning culture	Application, Interview
Commitment to the Islamic ethos and ability to lead within a faith-based context	Application, Interview
Evidence of candidates ongoing professional development	Application Form
Skilled in managing resources, finance, and staffing	Application, Interview

Experience of engaging with trustees/governors and stakeholders	Application, Interview
Effective communication and interpersonal skills	Application, Interview

Desirable Requirements	Method of Assessment
NPQH completed or in progress	Application Form
Experience of Section 48 or equivalent faith inspection	Application, Interview
Knowledge of SEND, inclusion, and EAL best practices	Application, Interview
Proven ability to lead CPD and staff coaching	Application, Interview
Commitment to and understanding of diversity and inclusion	Application, Interview
Experience in partnership working beyond the school	Application, Interview

Safeguarding and Equal Opportunities

The Olive Tree Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check and provide evidence of their right to work in the UK.

The school values diversity and is an equal opportunities employer. We welcome applications from all sections of the community.

Application Process

Applications should be submitted using the school's official application form and must be accompanied by a covering letter (no more than 2 pages), clearly outlining how your experience and vision align with the person specification and values of the school.

Shortlisted candidates will be invited to a formal interview and school assessment day.

For further information or to arrange an informal discussion with a trustee, you can contact our School Business Manager Mr A Musa on 01204 322370.